



Snohomish County Human Resources
Benefits Communication
Adding or Removing Dependents

Open Enrollment is the only time that current employees may add eligible dependents to their benefits plans unless there is a qualifying life event. Eligible dependents include spouses, domestic partners, biological children, adopted children, stepchildren, and children placed into guardianship by court order. Examples of qualifying events are the birth of a child, adoption, legal guardianship, marriage, divorce, loss of coverage, reduction in working hours of the employee, or a dependent experiences a significant cost increase or coverage decrease on their separate employers' medical plan.

New employees are required to submit benefit enrollment forms within **30 days** of their hire date for themselves and their eligible dependents (see required documentation required below). If benefit enrollment forms are not received within this time period, the employee will be defaulted to medical, dental and vision plans with employee only coverage. Employees will be defaulted to Group Health, Delta Dental of Washington Premier, and Regence Vision; and eligible dependents must wait until the next Open Enrollment period or until they experience a qualifying event to be added. You may remove dependents from your benefits at any time throughout the year.

Current employees that experience a qualifying event that would like to add dependents to their benefits must return enrollment forms and the following supporting documentation within **30 days** to Human Resources:

- Marriage-Attach copy of certified marriage certificate
- Domestic Partnership-Attach Affidavit of Domestic Partnership
- Adoption (You have up to **60 days** to add an adopted child)-attach adoption decree
- Birth of a child (You have up to **60 days** to add newborn child)-attach copy of a the certified birth certificate
- Legally designated ward/Guardianship-Attach court order with specified end date (if applicable)

Snohomish County Human Resources
3000 Rockefeller Ave. M/S 503
Everett, WA 98201
Fax: 425-388-3579

- **To add or remove a dependent:** Complete the [Add or Remove Dependent Form](#).
- **To add a Domestic Partner:** Complete [Add or Remove Dependent Form](#) and an [Affidavit of Domestic Partnership](#).
- **To waive health care coverage for yourself or dependents due to alternative coverage:** Complete the [Waiver of Health Care Coverage](#).
- **To submit a change in your name, address, phone number, and emergency contacts:** Complete the [Personal Information Update Form](#).

Effective Date of Benefits: If you were hired between the 1st and the 15th of the month will receive benefits beginning the 1st of the next month. Employees hired between the 16th and the end of the month will receive benefits the 1st of the next following month. If you are a current employee and you make changes to your benefits, the same effective dates apply.

If you have questions, visit the [HR Benefits website](#), contact a member of the Benefits team in [Human Resources](#) via email or call 425-388-3411 Ex. 0.

An important note to Supervisors/Managers: please provide this information to employees who do not have access to a computer. Print and place in a central location. Also, remember to inform employees who are currently on leave. Revised 2/14/14